



## Guidance for witnesses claiming expenses

If you are a witness, you may claim for any travelling expenses you have to pay and a **fixed amount** for loss of earnings. We will pay an amount that is equal to the amount we pay for jury service.

We have the right to check any claims for loss of earnings with your employer.

A claim form will usually be sent to the parents with their notice of hearing letters. If you do not receive one and want to claim for your expenses, please ask for a form after the hearing or download it from our website at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)

The amounts we pay are:

- £32.47 for up to four hours absence from work; and
- £64.95 for over four hours absence from work.

You should use public transport wherever possible. We do not pay taxi fares unless there are **exceptional** circumstances. You must call us on 01325 289350 in advance to find out if we will pay your taxi fare.

### You can claim for:

- standard-class rail fares;
- bus or tram fares; and
- mileage (currently paid at 23.8p a mile) if you travel by car.

### You cannot claim for:

- overseas travel;
- parking your car;
- toll costs; or
- food and drink.

### You must:

- send your claim **within 30 days** after the hearing date;
- make sure you fill in all the necessary sections to guarantee we pay your expenses quickly; and
- send tickets and receipts with your claim form. If you have lost your tickets or receipts you will also need to complete the SEND17 Explanation for missing travel tickets/ receipts and send it with your claim.